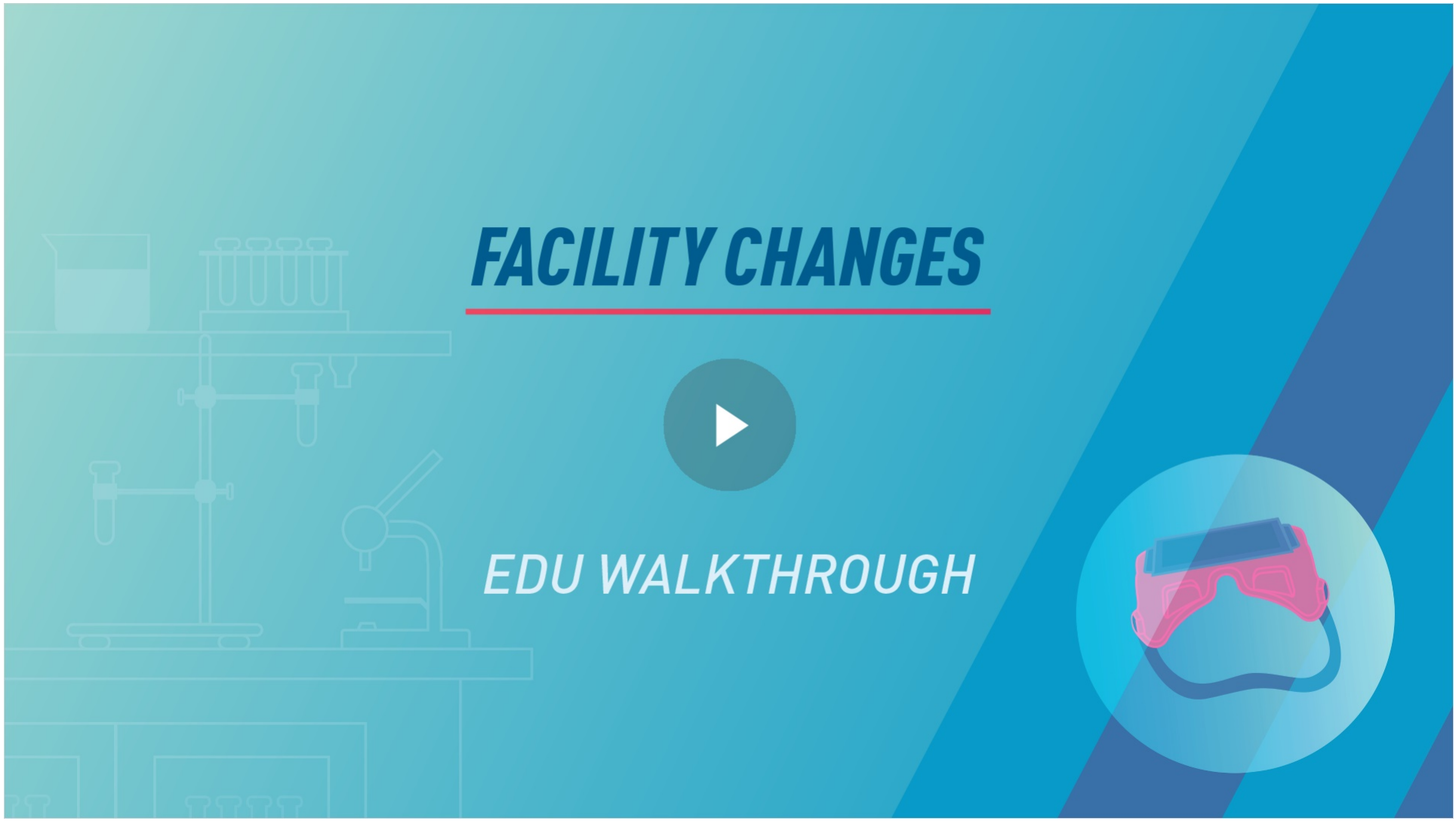

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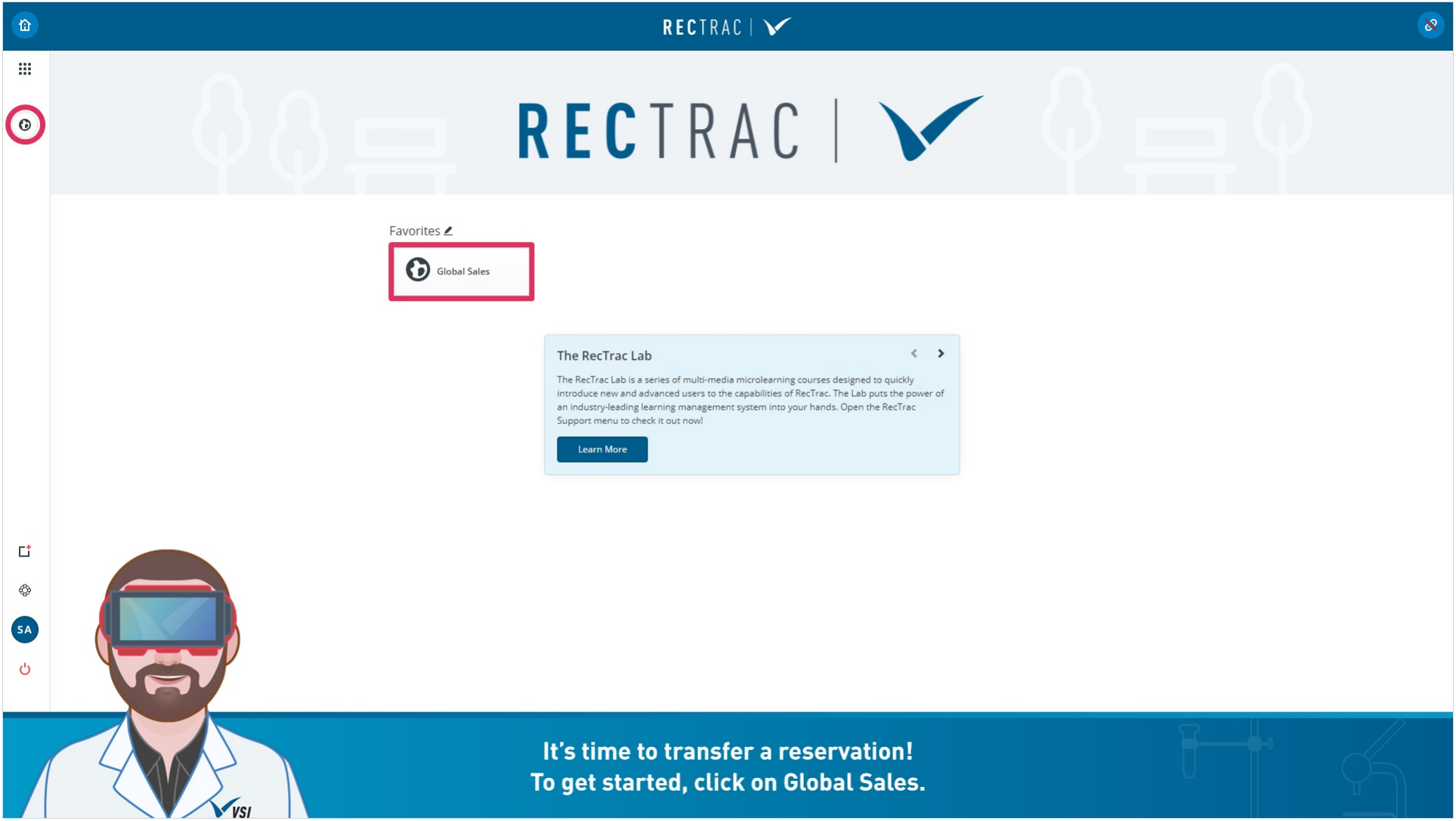
RECTRAC LAB CHAPTER 7: FACILITY CHANGES WALKTHROUGH



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RECTRAC LAB CHAPTER 7: FACILITY CHANGES WALKTHROUGH

RECTRAC

Global Sales Lookup

Global Sales Lookup

Lookup | Search

Options | Templates | (1) | Refresh | Family Member Datagrid | 1 to 16 of 48 (Filtered from 48)

Last Name	First Name	Status	Birthday	HH Address 1	HH Email Address	HH ID	Category
		(1) Active					(0) Selected
Ackbar	Admiral	Active	01/01/1965	1 Cruiser Way	aackbar@moncala.org	14	Resident
Ackbar	Little	Active	09/01/2015	1 Cruiser Way	aackbar@moncala.org	14	Resident
Amidala	Padmé	Active	05/19/1999	Naboo	padme@galacticrepublic.gov	7	Resident
Antilles	Wedge	Active	05/25/1977	X-Wing Starfighter	wedge@roguesquad.org	38	Resident
C-3PO	Mr	Active	05/25/1977	Tatooine	threepio@droid.com	39	Resident
Calrissian	Lando	Active	05/21/1980	Cloud City	lando@millenniumfalcon.org	8	Resident
Chewbacca	Mr	Active	05/25/1977	Millennium Falcon	chewie@millenniumfalcon.com	16	Resident
CUSTOMER	YOUR	Active		Your Customer's Address	customer@reccenter.org	10	Resident
Fett	Boba	Active	05/25/1977	Kamino	bobafett@mandalorian.com	23	Resident
Greedo	Mr	Active	05/25/1977	Tatooine	greedo@bountyhunter.edu	35	Resident
Hutt	Jabba The	Active	05/25/1977	Tatooine	jabba@thehutt.org	9	Resident
Kenobi	Obi Wan	Active	05/25/1977	Tatooine	obiwan@jediknights.com	18	Resident
Mothma	Mon	Active	05/25/1983	The Senate	mothma@galacticsenate.gov	40	Resident
Nunb	Nien	Active	05/25/1983	Sullust	nnunb@sullust.com	6	Resident
Organa	Leia	Active	05/25/1977	Alderaan	leia@rebelalliance.org	27	Resident
R2-D2	Mr	Active	05/25/1977	Tatooine	threepio@droid.com	39	Resident

SA

Add | Change Household | More | Skip | Select

We need to find YOUR CUSTOMER's account in order to change their reservation.
Click on their household from the list.

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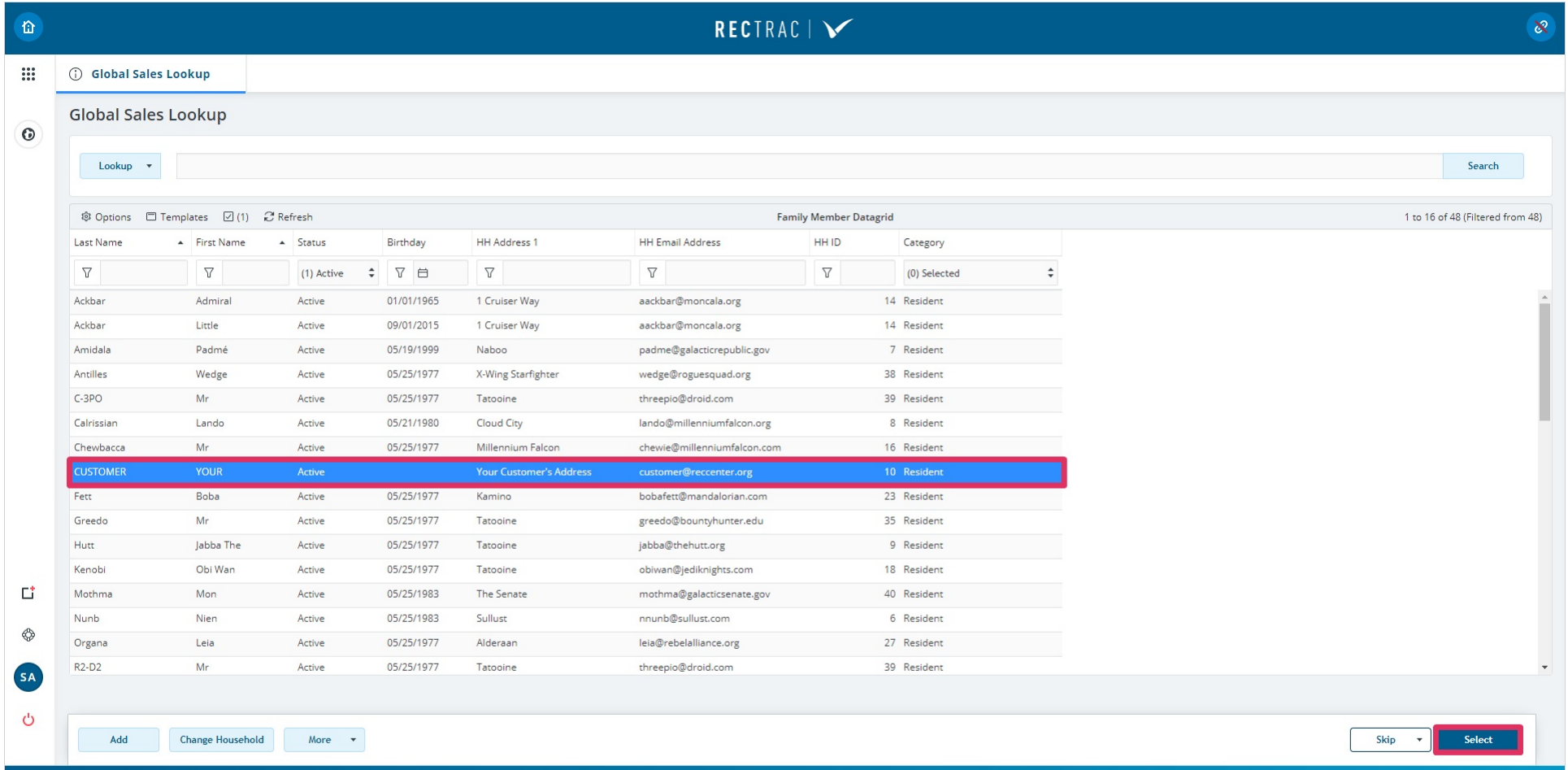

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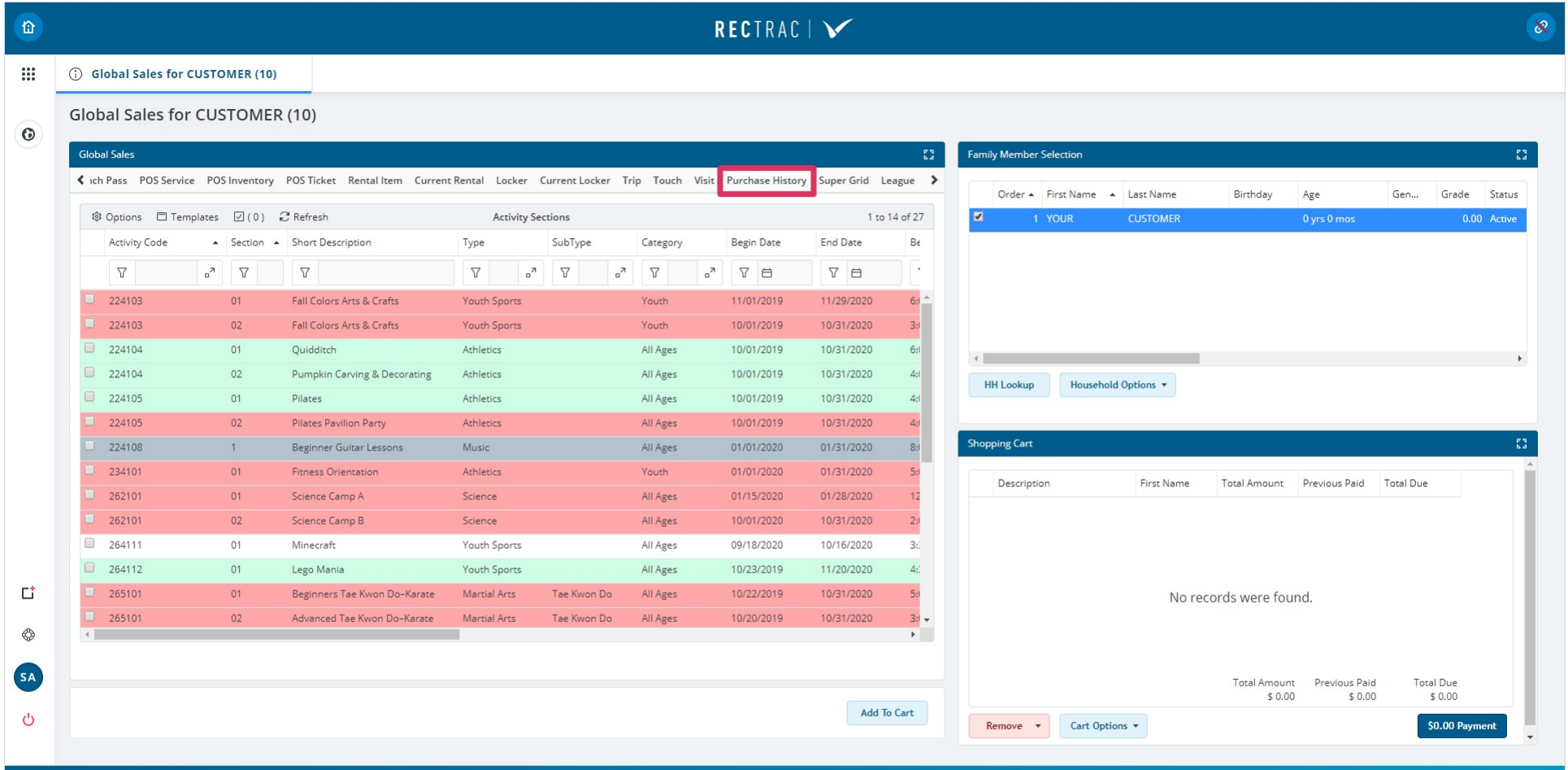
RECTRAC LAB CHAPTER 7: FACILITY CHANGES WALKTHROUGH



To make a transaction change, select Purchase History from the tabs at the top of the Global Sales screen.

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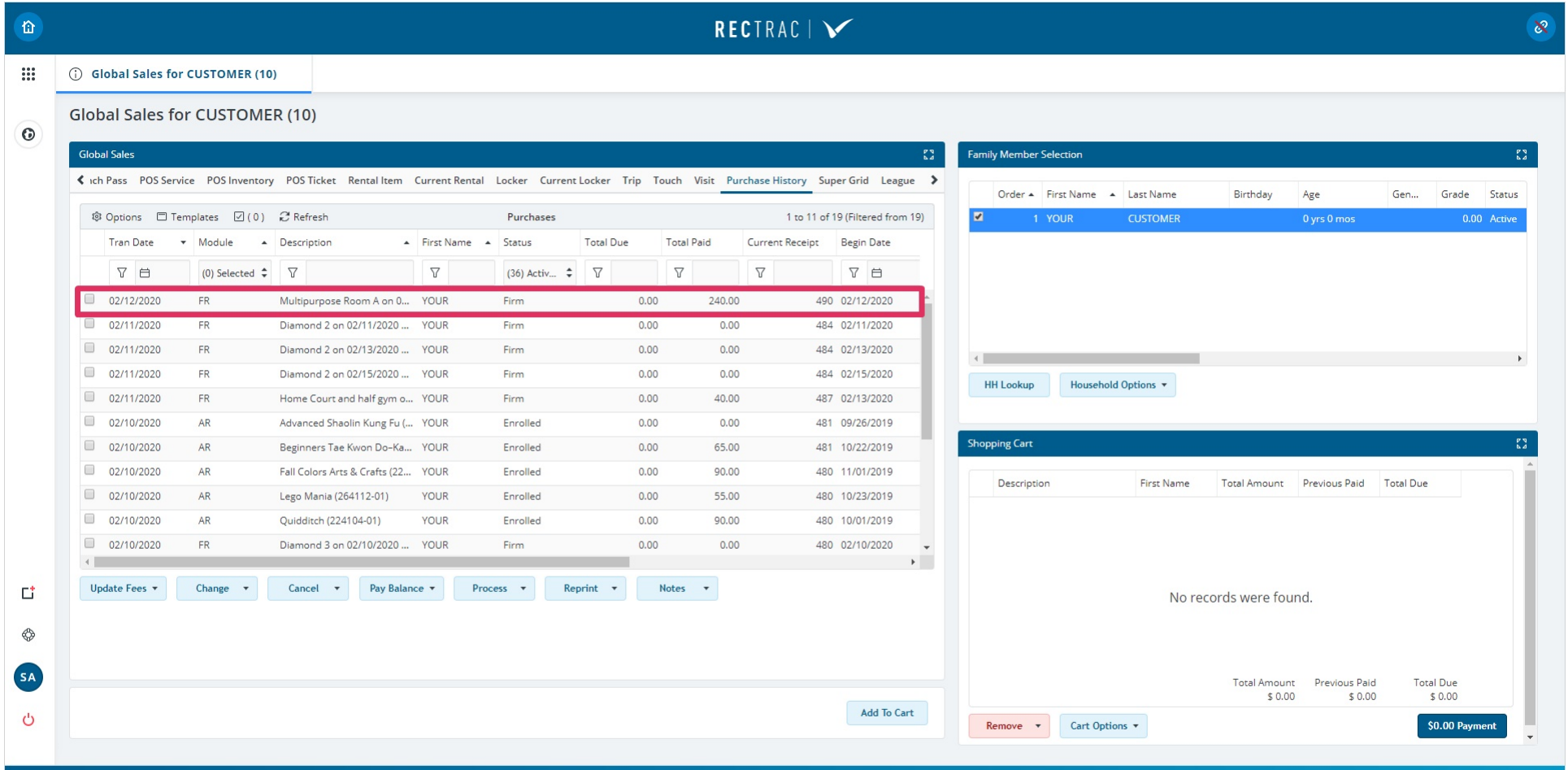

YOUR CUSTOMER wants to change their Multipurpose Room A reservation.
Select it from the Purchases DataGrid.

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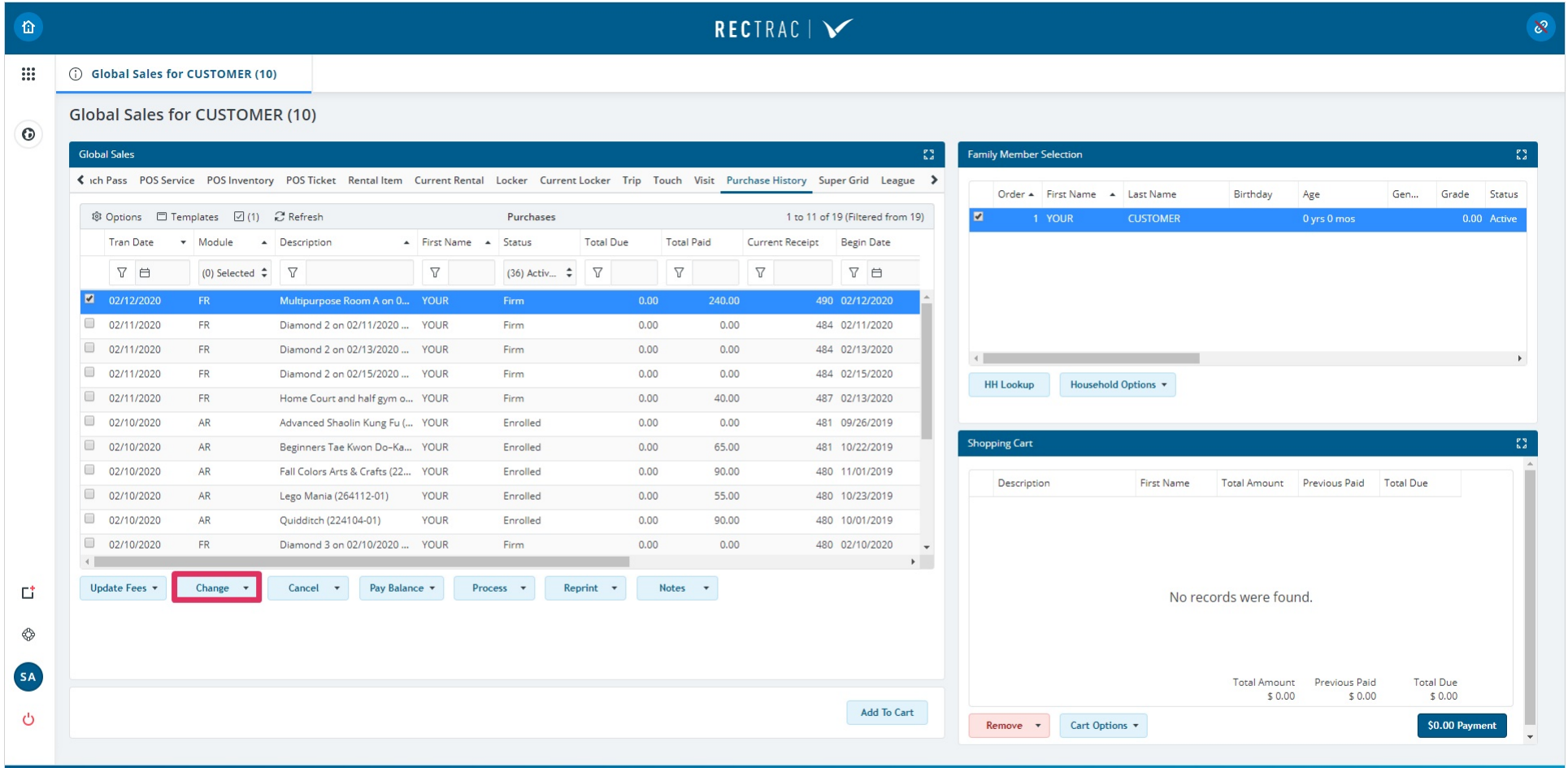

Once Multipurpose Room A is highlighted, click on the Change drop down menu.

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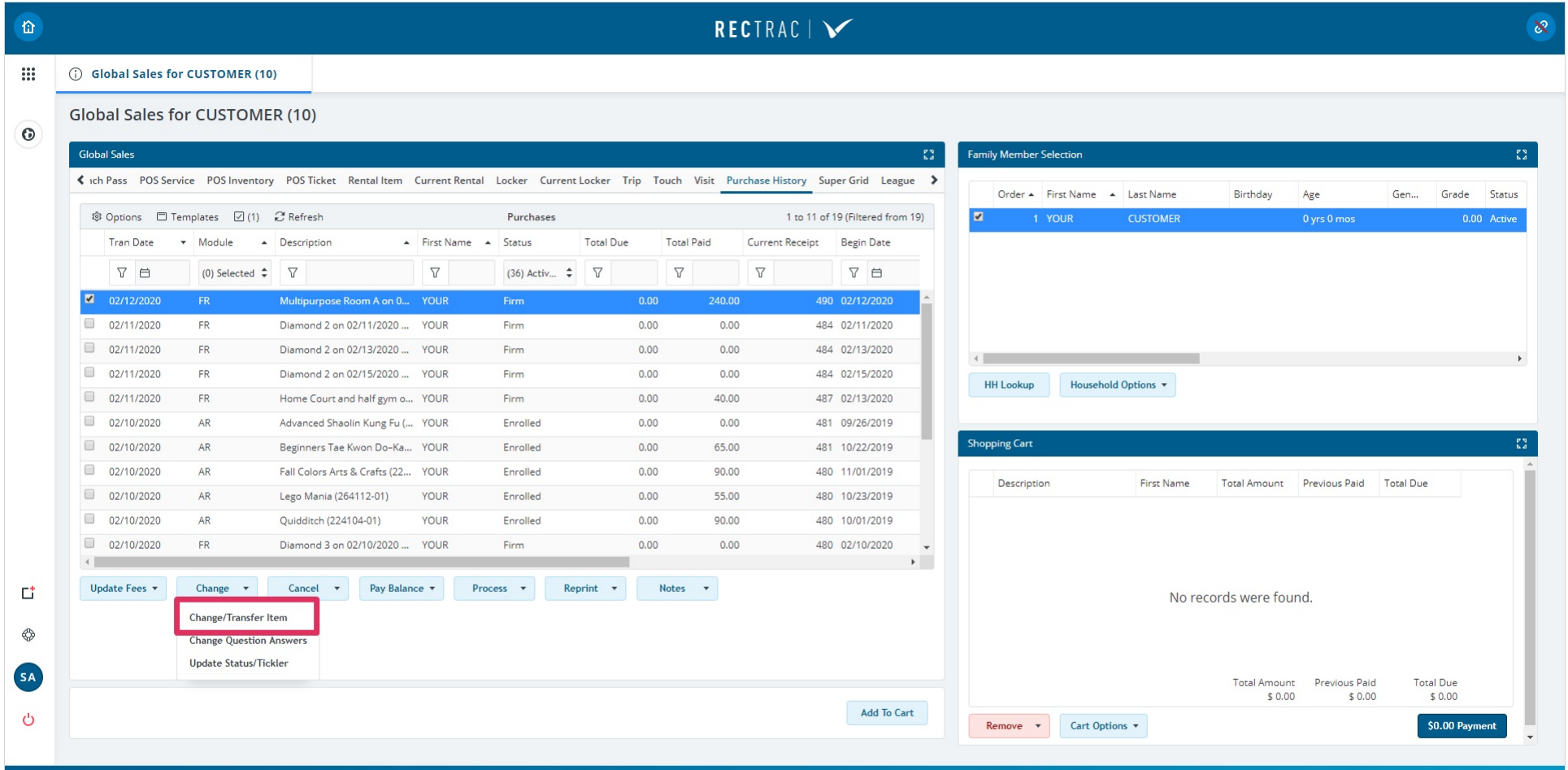

To transfer or change the details of YOUR CUSTOMER's reservation, click on the Change / Transfer Item option.

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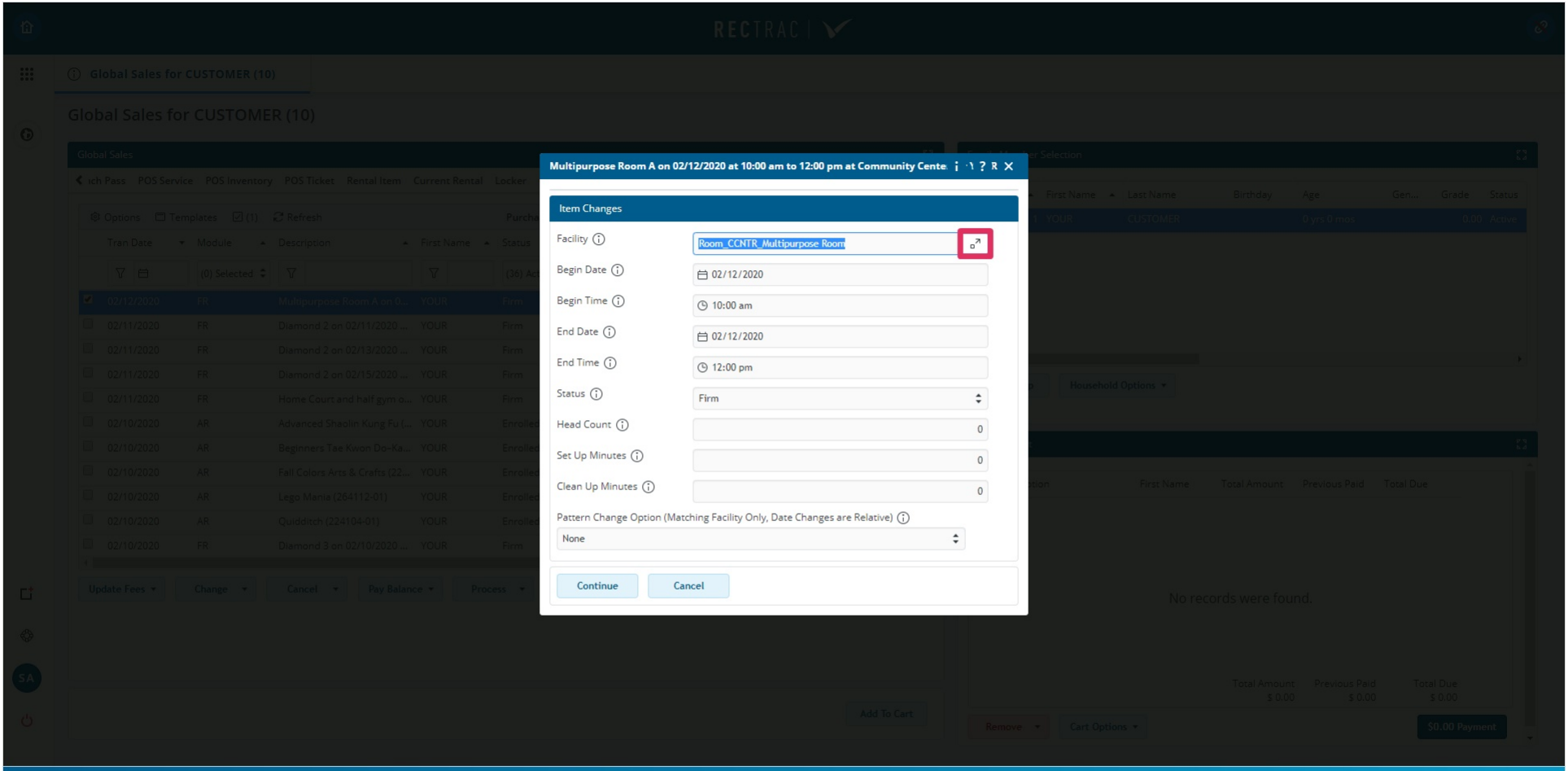

YOUR CUSTOMER wants to transfer their reservation to a new facility.
From the Item Changes popup, click on the ↗ icon.

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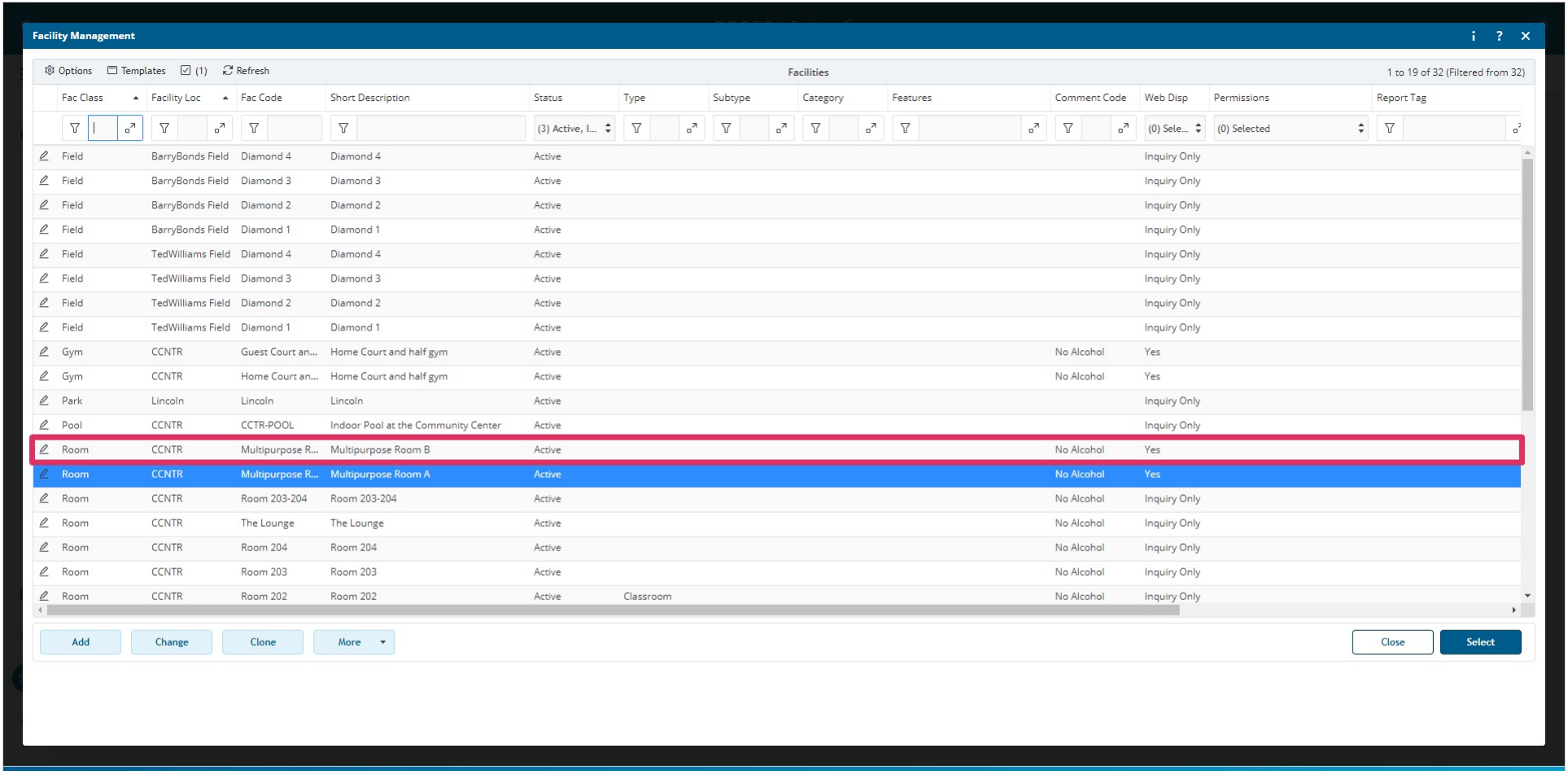

Fac Class	Facility Loc	Fac Code	Short Description	Status	Type	Subtype	Category	Features	Comment Code	Web Disp	Permissions	Report Tag
Field	BarryBonds Field	Diamond 4	Diamond 4	Active						Inquiry Only		
Field	BarryBonds Field	Diamond 3	Diamond 3	Active						Inquiry Only		
Field	BarryBonds Field	Diamond 2	Diamond 2	Active						Inquiry Only		
Field	BarryBonds Field	Diamond 1	Diamond 1	Active						Inquiry Only		
Field	TedWilliams Field	Diamond 4	Diamond 4	Active						Inquiry Only		
Field	TedWilliams Field	Diamond 3	Diamond 3	Active						Inquiry Only		
Field	TedWilliams Field	Diamond 2	Diamond 2	Active						Inquiry Only		
Field	TedWilliams Field	Diamond 1	Diamond 1	Active						Inquiry Only		
Gym	CCNTR	Guest Court an...	Home Court and half gym	Active					No Alcohol	Yes		
Gym	CCNTR	Home Court an...	Home Court and half gym	Active					No Alcohol	Yes		
Park	Lincoln	Lincoln	Lincoln	Active						Inquiry Only		
Pool	CCNTR	CCTR-POOL	Indoor Pool at the Community Center	Active						Inquiry Only		
Room	CCNTR	Multipurpose R...	Multipurpose Room B	Active					No Alcohol	Yes		
Room	CCNTR	Multipurpose R...	Multipurpose Room A	Active					No Alcohol	Yes		
Room	CCNTR	Room 203-204	Room 203-204	Active					No Alcohol	Inquiry Only		
Room	CCNTR	The Lounge	The Lounge	Active					No Alcohol	Inquiry Only		
Room	CCNTR	Room 204	Room 204	Active					No Alcohol	Inquiry Only		
Room	CCNTR	Room 203	Room 203	Active					No Alcohol	Inquiry Only		
Room	CCNTR	Room 202	Room 202	Active	Classroom				No Alcohol	Inquiry Only		

This is where you select YOUR CUSTOMER's new facility. For this transaction, choose Multipurpose Room B.

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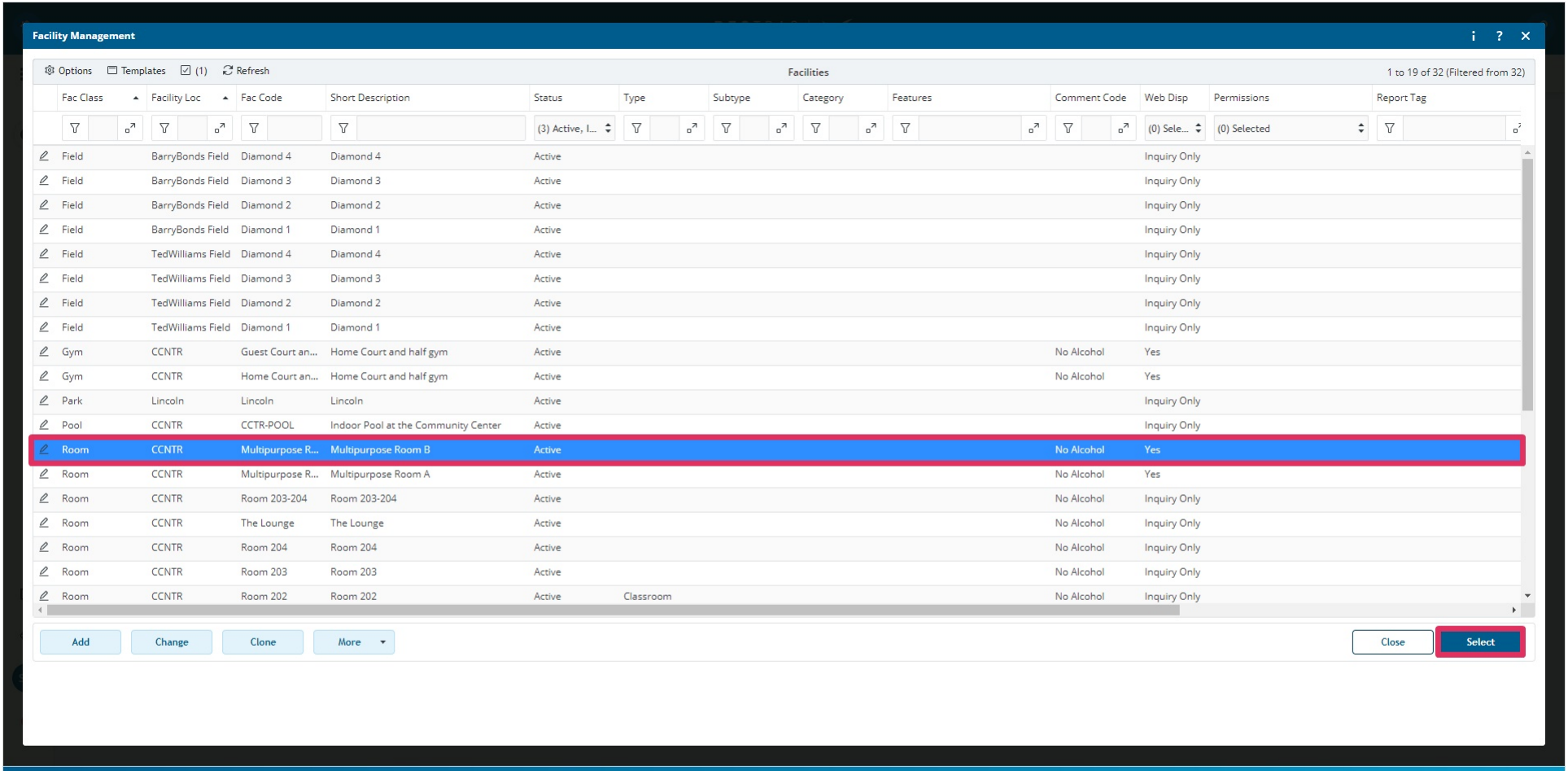

Once you've chosen YOUR CUSTOMER's new facility, double click on it or press the Select button.

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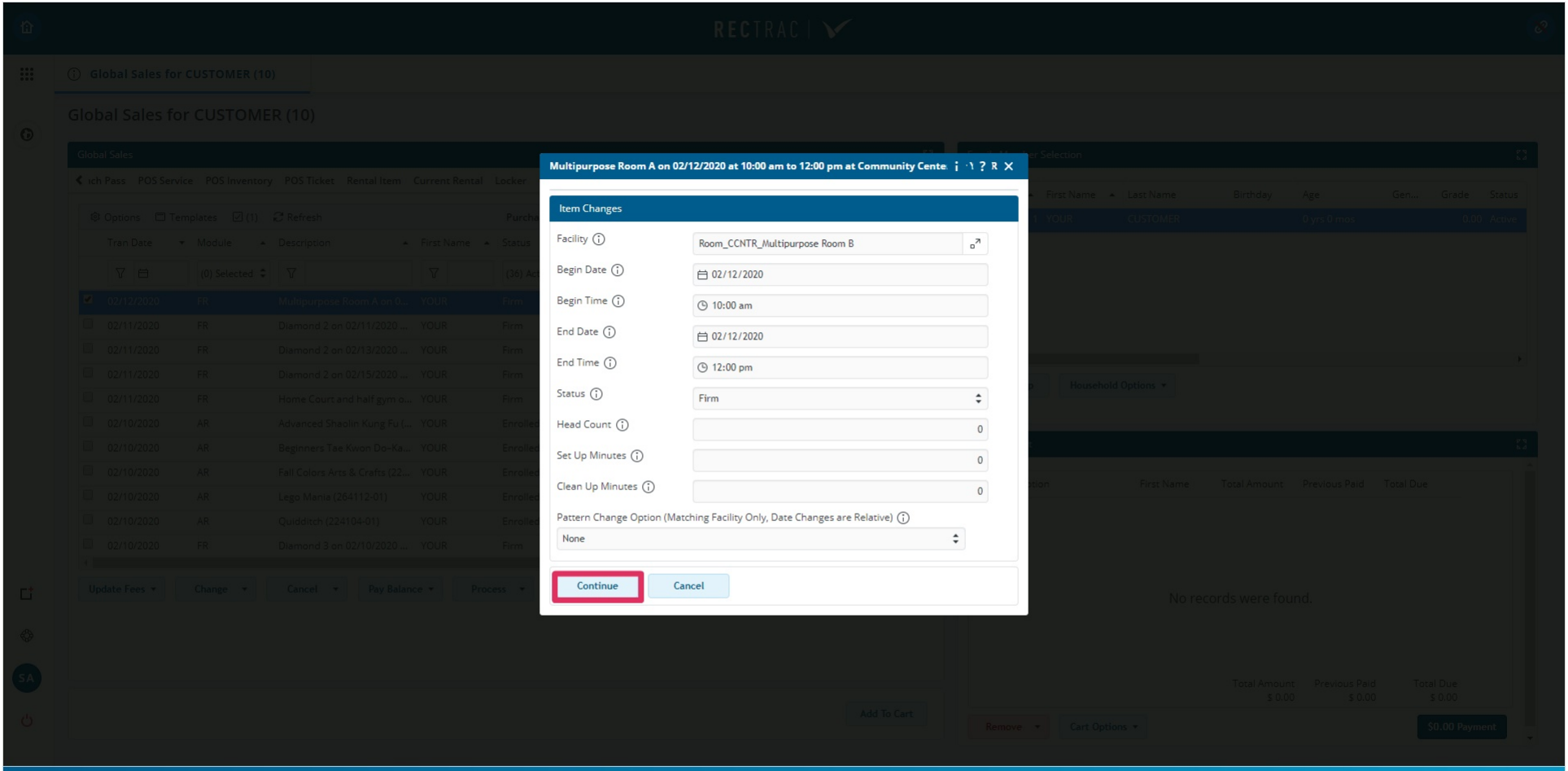

You can edit all of the details on the Item Changes popup. Review any reservation changes with YOUR CUSTOMER, then press Continue.

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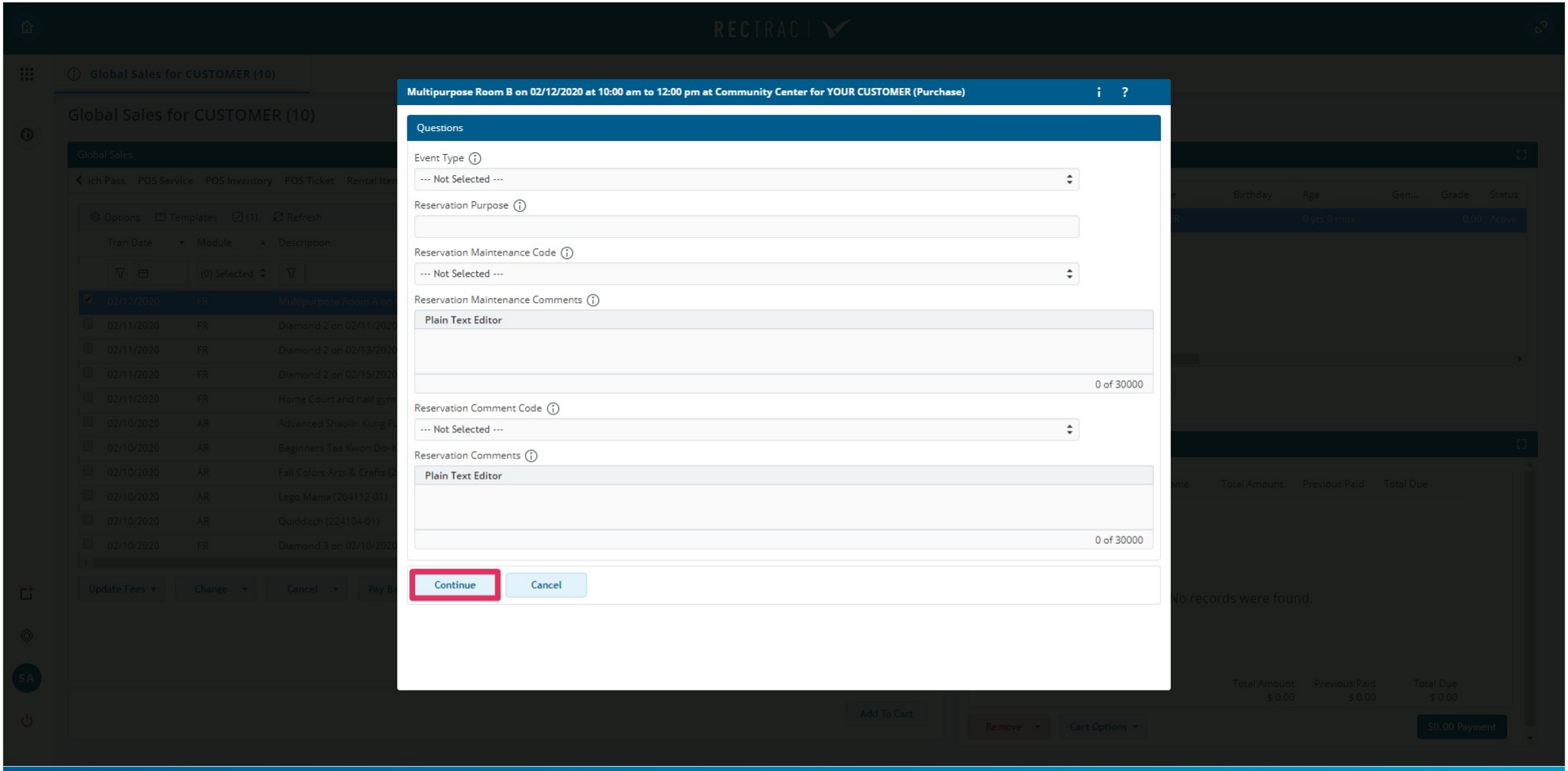

When you come across processing prompts, make sure to read them and fill them out. Then press Continue!

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RECTRAC LAB CHAPTER 7: FACILITY CHANGES WALKTHROUGH

RECTRAC

Global Sales for CUSTOMER (10)

Global Sales for CUSTOMER (10)

Global Sales

ıch Pass | POS Service | POS Inventory | POS Ticket | Rental Item | Current Rental | Locker | Current Locker | Trip | Touch | Visit | Purchase History | Super Grid | League

Options | Templates | (0) | Refresh | Purchases | 1 to 11 of 18 (Filtered from 18)

Tran Date	Module	Description	First Name	Status	Total Due	Total Paid	Current Receipt	Begin Date
	(0) Selected			(36) Activ...				
02/11/2020	FR	Diamond 2 on 02/11/2020 ...	YOUR	Firm	0.00	0.00	484	02/11/2020
02/11/2020	FR	Diamond 2 on 02/13/2020 ...	YOUR	Firm	0.00	0.00	484	02/13/2020
02/11/2020	FR	Diamond 2 on 02/15/2020 ...	YOUR	Firm	0.00	0.00	484	02/15/2020
02/11/2020	FR	Home Court and half gym o...	YOUR	Firm	0.00	40.00	487	02/13/2020
02/10/2020	AR	Advanced Shaolin Kung Fu (...	YOUR	Enrolled	0.00	0.00	481	09/26/2019
02/10/2020	AR	Beginners Tae Kwon Do-Ka...	YOUR	Enrolled	0.00	65.00	481	10/22/2019
02/10/2020	AR	Fall Colors Arts & Crafts (22...	YOUR	Enrolled	0.00	90.00	480	11/01/2019
02/10/2020	AR	Lego Mania (264112-01)	YOUR	Enrolled	0.00	55.00	480	10/23/2019
02/10/2020	AR	Quidditch (224104-01)	YOUR	Enrolled	0.00	90.00	480	10/01/2019
02/10/2020	FR	Diamond 3 on 02/10/2020 ...	YOUR	Firm	0.00	0.00	480	02/10/2020
02/10/2020	FR	Edenvale on 02/10/2020 at ...	YOUR	Firm	0.00	295.00	480	02/10/2020

Update Fees | Change | Cancel | Pay Balance | Process | Reprint | Notes

Add To Cart

Family Member Selection

Order	First Name	Last Name	Birthday	Age	Gen...	Grade	Status
1	YOUR	CUSTOMER		0 yrs 0 mos		0.00	Active

HH Lookup | Household Options

Shopping Cart

Description	First Name	Total Amount	Previous Paid	Total Due
Multipurpose Room A on 0...	YOUR	$ 0.00	$ 240.00	$ -240.00
Multipurpose Room B on 0...	YOUR	$ 240.00	$ 0.00	$ 240.00
		Total Amount $ 240.00	Previous Paid $ 240.00	Total Due $ 0.00

Remove | Cart Options | $0.00 Payment

YOUR CUSTOMER's original and new facilities have been added to the Shopping Cart.
The reservation costs are the same. Click on the $0.00 Payment button.

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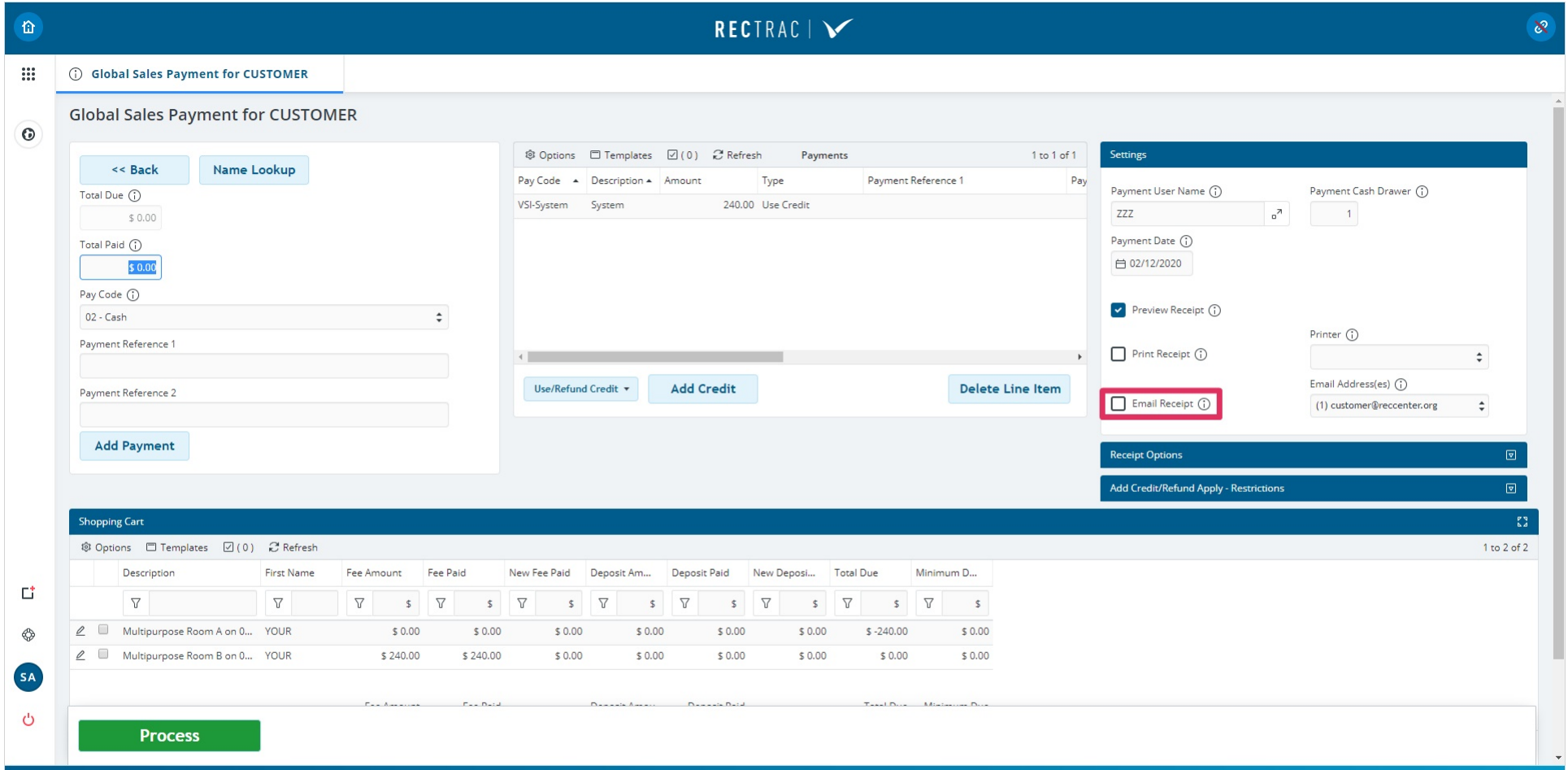

Confirm that YOUR CUSTOMER is happy with their facility transfer and review their refund and receipt preferences. For this transaction, select Email Receipt.

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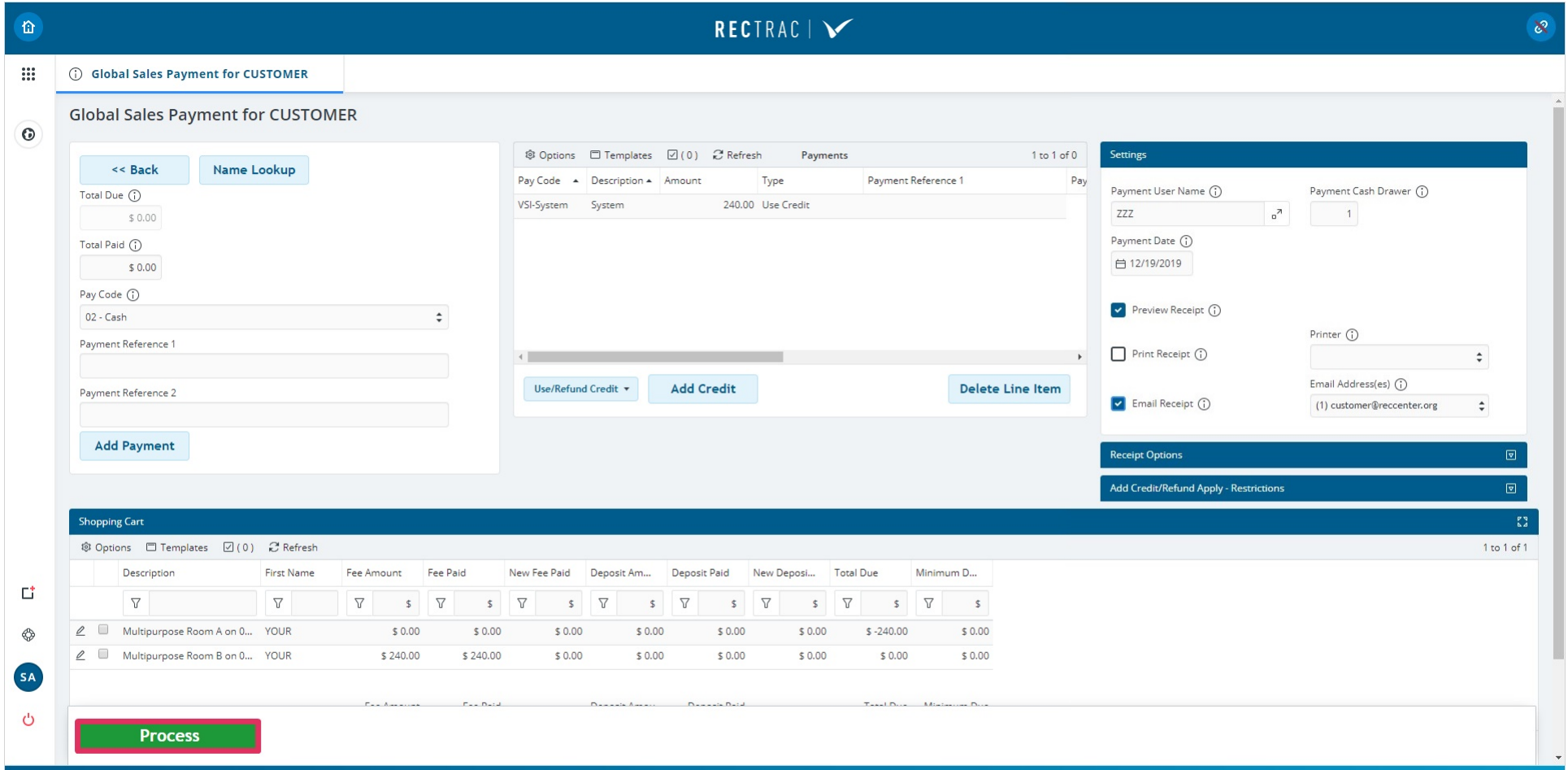

When YOUR CUSTOMER gives you the a-okay, click Process to finalize the transfer!

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